

自考本科公共课
英语二(课程代码:00015)
通关宝典(讲义)

英语二

YINGYUER

尚德机构

尚德机构

课程介绍

一、课程性质

英语（二）是高等教育自学考试各专业（英语专业除外）本科阶段的公共基础课。

二、题型及分值

| 类型 | 题型 | 分值 | 总计 | 考点 |
|------|-----------------|---------|------|------------------|
| 选择题 | 阅读判断 | 10×1' | 10' | 快速阅读 |
| | 阅读选择 | 5×2' | 10' | 深度阅读 |
| | 概括段落大意和 补全句子 | 10×1' | 10' | 概括段落大意 提取关键信息 |
| | 填句补文 | 5×2' | 10' | 文章结构，段落连贯性 |
| | 填词补文 | 10×1.5' | 15' | 单词认知，词性判断 |
| 非选择题 | 完形补文 | 10×1.5' | 15' | 单词认知，词性转换 |
| | 短文写作 | 1×30' | 30' | 100 词左右 |
| 合计 | | | 100' | |

三、本资料介绍

针对英语（二）试题中第一题到第四题，本资料给出对应的解题技巧及真题举例；第五题和第六题主要涉及到英语语法，本资料将近 5 年真题涉及到的语法知识进行总结，详细解释并举对应的真题为例；针对第七题作文部分，本资料给出写作模板及参考例文。

如果您能认真阅读本资料并掌握其中的解题技巧和语法知识，那么您一定能顺利通过考试！

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第一部分 语法知识

第一单元 名词 形容词 副词 介词 第一章 名词

一、概念

名词表示人、事物、地点或抽象概念的名称。

如: person, phone, China, time

二、用法

1. 名词作主语和宾语。

- Knowledge is power. (知识就是力量。)
- I love English. (我喜欢英语。)

2. 名词可以作定语修饰名词

- ①作定语的名词往往是说明其中名词的材料、用途、时间、地点、内容、类别等
- ②被修饰的名词变复数时, 一般情况下, 作定语用的名词不需要变为复数形式。

- a diamond ring(一枚钻戒)
- orange juice(橙汁)
- English lessons(英语课)

3. 名词分为可数名词和不可数名词, 可数名词出现时, 要么是复数名词, 要么前面加限定词, 如冠词 (a、an 或 the), 不可数名词永远是单数形式。

- He has a girlfriend. (他有一个女朋友。)
- He has two girlfriends. (他有两个女朋友。)
- I want some bread. (我想要一些面包。)

三、考点

1. 名词作宾语

They were given __33__ on memory and thinking. (2014.10)

他们进行记忆力和思想方面的测试。

| | | |
|-----------|------------|-------------|
| A. early | E. faster | I. involved |
| B. tests | F. produce | J. neglect |
| C. seldom | G. study | K. rate |
| D. taught | H. current | L. really |

【答案】: B

【解析】: 原文 “They were given 33 on memory and thinking.” 可知此处应填写名词，作宾语，后文中谈到 “tests”，可知 B 选项符合文意。

2. 名词修饰名词

For language _____ (learner), these forms of communication enable them to share ideas about themselves and the world in almost real time. (2015.4)

对于语言学习者而言，这些形式的交流能够让他们在大部分时间分享关于自己和世界的想法。

【答案】: learners

【解析】: 由空格前的介词 for 和名词 language 可知，空格处需要填一个名词。下文中的 them 提示这里应名词复数，language learners 意为“语言学习者”。故答案为 learners。

3. 名词单数形式

Have you ever failed? If not, it is probable that you have never taken a __32__ on trying anything new, or else you are lying. (2015.4)

你曾经失败过吗？如果没有，那可能是你从来没有机会去尝试新的东西，或者你在撒谎。

| | | |
|-------------|-----------|----------|
| A. probable | E. start | I. wrong |
| B. actually | F. chance | J. note |

| | | |
|-------------|------------|-------------|
| C.direction | G. special | K. analyze |
| D.finally | H. grow | L. pleasant |

【答案】: F

【解析】: 由空格前的冠词 a 可知,空格处需要填一个名词。 take a chance 意为“冒险”。故选 F。

4. 使用名词复数形式

For example, fewer American workers are needed to make steel today than in the past, because new _48_____ (machine) have made many of their tasks unnecessary. (2014.10)

例如,和过去相比,现在制造钢铁所需要的美国工人越来越少,因为新型机器使他们的许多任务变得不必要。

【答案】: machines

【解析】: 本句缺少主语,又 48 空后为“have”可知需用 machine 的复数形式 machines。

第二章 形容词

一、概念

形容词是说明人或事物的属性、状态或特征的词。

如: tall, rich, handsome

二、用法

1. 形容词在句中做定语,一般放在所修饰词的前面,但修饰不定代词时,放在其后面。

- Provence is a romantic city. (普鲁旺斯是一个浪漫的城市。)
- I have something important to tell you.(我有重要的事情要告诉你。)

2. 可作表语,放在系动词后面

- Those flowers are beautiful.(那些花朵很漂亮)
- The trees turn green in spring. (树叶在春天变绿。)

3. 宾语补语，修饰句中的宾语

- We should keep the classroom clean. (我们应该保持教室干净。)

4. 作主语的补语，说明主语所处的状态或其原因。

- He arrived home, hungry and tired. (他又饿又累地回到家。)

5. 形容词的比较级和最高级的变化

①当把一个人或物同另外一个人或物比较时，就需要用到形容词比较级

②三者或者三者以上的人或物进行比较时，需要使用形容词的最高级

一般规则

(1) 在词尾加 -er/est; 若单词以 -e 结尾，则直接在词尾加 -r/st。

- young → younger → youngest

- wide → wider → widest

特殊规则

(2) 以-y 结尾的形容词，去掉字尾-y，加-ier/iest

- easy → easier → easiest

(3) 形容词或其词尾出现“辅音+元音+辅音”时，重复字尾，再加-er/est

- big → bigger → biggest

(4) 多音节形容词，则在其前加 more/most，即 more/most 后的形容词必是原形

- beautiful → more beautiful → most beautiful

不规则变化

(5) 有些单词为不规则变化

good/well → better → best, many → more → most, bad → worse → worst, little → less →

least, far → farther (表距离) / further (表程度) → farthest/furthest

三、考点

1. 形容词修饰名词时，一般放在其前面。

Language is a very ____45____ (power)tool. (2013.10)

语言是一个非常强大的工具。

【答案】: powerful

【解析】: 名词“tool”应用形容词修饰。所以 power 变形为 powerful。

2. 形容词修饰不定代词时，一般放在其后面

There is nothing ____33____ with failing, as long as you learn from your mistakes, modify your approach and try again. (2015.4)

失败没什么错，只要你能在犯错中学习，改变方法并再次尝试。

| | | |
|--------------|------------|-------------|
| A. probable | E. start | I. wrong |
| B. actually | F. chance | J. note |
| C. direction | G. special | K. analyze |
| D. finally | H. grow | L. pleasant |

【答案】: I

【解析】: 由空格前的 nothing 可知,空格处需要填一个形容词。 根据句意可知,此处表示失败没有什么错,只要你能从错误中吸取教训,改变你的方法,然后再试一次。 故选 I。

3. 形容词作表语

Have you ever failed? If not, it is ____31____ that you have never taken a chance on trying anything new, or else you are lying. (2015.4)

你曾失败过吗？如果没有，那可能是你从没机会尝试新东西，或者你在说谎。

| | | |
|-------------|-----------|----------|
| A. probable | E. start | I. wrong |
| B. actually | F. chance | J. note |

| | | |
|--------------|------------|-------------|
| C. direction | G. special | K. analyze |
| D. finally | H. grow | L. pleasant |

【答案】: A

【解析】: 由空格前的动词 **is** 和空格后的 **that** 从句可知,空格处需要填一个形容词作表语。根据句意可知,这里表示如果你曾经没有失败过,很可能是你从来不敢冒险尝试新的东西,否则你就在说谎。**It is probable that** 为固定句型,意为“很可能----”。 故选 A。

4. 宾语补语

For example, fewer American workers are needed to make steel today than in the past, because new machines have made many of their tasks _____ (necessary). (2014.10)

例如,和过去相比,现在制造钢铁所需要的美国工人越来越少,因为新型机器使他们的许多任务变得不必要。

【答案】: unnecessary

【解析】: 根据句子判断出此处应为形容词作宾补,又根据句意新型机器使他们的许多任务变得不必要,可知答案为 unnecessary。

5. 形容词后直接加 - er, 变为比较级

For example, _____(few) American workers are needed to make steel today than in the past. (2014.10)

例如,和过去相比,现在制造钢铁所需要的美国工人越来越少。

【答案】: fewer

【解析】: 句子后面有 **than**, 意为与过去相比....., 可知该空应为比较级, 即 **fewer**。

6. 多音节形容词在转为比较级时, 在单词前加 more, 形成比较级。

It may be more __36__ to succeed, but you can actually learn more from failing. (2015.4)

成功可能更令人高兴,但在失败中你真的能学到更多。

| | | |
|--------------|------------|-------------|
| A. probable | E. start | I. wrong |
| B. actually | F. chance | J. note |
| C. direction | G. special | K. analyze |
| D. finally | H. grow | L. pleasant |

【答案】： L

【解析】： 由空格前的 be 动词和比较级 more 可知,空格处需要填一个形容词原级，构成其比较级。根据句意可知，这里表示虽然成功也许更令人高兴，但实际上你能从失败中学习更多，故选 L。

7. 多音节形容词在转为最高级时，在单词前加 most，形成最高级。

People can get online almost anywhere. TV is still the most __35__ activity. (2015.10)

人们几乎可在任何地方上网，但是看电视仍然是最受欢迎的活动。

| | | |
|-------------|-------------|--------------|
| A. changing | E. anywhere | I. different |
| B. reasons | F. down | J. away |
| C. popular | G. finding | K. outdoor |
| D. found | H. level | L. sleep |

【答案】： C

【解析】： 空前为 most，此处应填形容词原级，构成最高级。

第三章 副词

一、概念

- 1. 副词是指在句子中表示行为或状态特征的词；
- 2. 主要用来修饰动词、形容词、其他副词或全句；

3. 用来说明时间、地点、程度、方式等概念。

- She had always cried easily.(她总是很容易就哭了。)

二、用法

1. 置于形容词前方，修饰形容词用

- He is very clever. (他非常聪明。)

2. 修饰动词，置于动词前方，有时置于其后

- I always like to sing by myself. (我总是喜欢一个人唱歌。)

- He works hard. (他工作努力。)

3. 置于副词前方，修饰副词

- He plays piano quite well. (他钢琴弹地很好。)

4. 置于介词短语前方，修饰介词短语用

- Jack was absolutely out of control last night. (杰克昨晚彻底失控了。)

5. 修饰整个句子，有时放在句子前面，有时放在其后。

- Luckily, he won the game. (幸运的是,他赢了比赛。)

6. 副词的比较级和最高级

同形容词比较级和最高级一样，副词也有比较级和最高级

一般规则

(1) 同形容词，一般副词在转为比较级和最高级时，词尾加 - er/est

- fast → faster → fastest

特殊规则

(2) 多音节以及以-y 结尾的副词 (early 除外)，则在其前加 more/most，即 more/most 后的副词必是原形

- early → earlier → earliest
- quickly → more quickly → most quickly

不规则变化

(3) 有些单词为不规则变化

well → better → best, much→ more → most, badly → worse → worst, little → less → least,
far → farther (表距离) /further (表程度) → farthest/furthest

三、考点

1. 修饰动词时，副词放在动词之前

They __34__ affect things like the soil and water. (2013.10)

它们还影响其他东西，像土壤和水。

| | | |
|------------|-----------|------------|
| A.changing | E.huge | I.increase |
| B.grow | F.places | J.small |
| C.lead | G.certain | K.survival |
| D.either | H.also | L.danger |

【答案】： H

【解析】： 句子结构完整。前文提及活动影响动物植物，后文提及还影响土壤和水，所以空白处应该填入表示程度的副词。修饰动词 “affect” 用副词 “also”。

2. 修饰形容词

And since life poses an endless series of problems, it is __34__ difficult and is full of pain as well as joy. (2014.4)

生活总是艰辛的，因为它给我们带来了无尽的问题，生活不仅有快乐，也充满痛苦。

| | | |
|------------|---------|-----------|
| A. meeting | E. wise | I. poses |
| B. courage | F. take | J. always |

| | | |
|------------|------------|-----------------|
| C. careful | G. sadness | K.uncomfortable |
| D. growth | H. set | L. mentally |

【答案】: J

【解析】: 此处应填副词来修饰形容词 difficult。

3. 修饰副词

People can get online almost __34__ TV is still the most popular activity. (2015.10)

人们几乎可在任何地方上网，但是看电视仍然是最受欢迎的活动。

| | | |
|-------------|-------------|--------------|
| A. changing | E. anywhere | I. different |
| B. reasons | F. down | J. away |
| C. popular | G. finding | K. outdoor |
| D. found | H. level | L. sleep |

【答案】: E

【解析】: 此处缺少副词，由副词 almost 来修饰。

4. 修饰整个句子

副词在修饰整个句子的时候位置比较灵活，通常是句子的开头和结尾。

副词在句首通常会以逗号和后面的句子隔开

_____ (final), contact local authorities if you feel you are in danger. （2015.4）

最后，如果你认为自己处于危险中，就联系地方当局。

【答案】: Finally

【解析】: 该空应为副词，用于修饰整个句子；又因为位于句首，所以首字母大写，即 Finally

5. 副词的比较级形式: more + 副词原形

We can use language more ____ (effective) . (2013.10)

我们可以更有效率的使用语言。

【答案】: effectively

【解析】: 空前有 more, 且该句子不缺少主要成分, 可知此处应填副词原级, 构成比较级, 修饰动词 use。

第四章 介词

一、用法

- 1. 介词在句中不能单独作句子成分。
- 2. 介词后面一般有名词、代词或相当于名词的其他词类、短语或从句作它的宾语, 表示与其他成分的关系。
- I began to work from this morning. (我从今天早上就开始工作了。)

二、考点

- 1. 介词之后跟名词

Finally, the high rate of ____ (employment) caused by these factors has tended to drive wages down further. (2014.10)

最后, 这些因素引起的高失业率进一步拉低了工资。

【答案】: unemployment

【解析】: 空前为介词 of, 此处应为名词, 根据句意高失业率, 可知应填 unemployment。

- 2. 介词之后跟动词 ing 形式

It is in this process of __35__ and solving problem that life has its meaning.(2014.4)

生活的意义就在于面对困难并解决它的这个过程。

| | | |
|------------|------------|------------------|
| A. meeting | E. wise | I. poses |
| B. courage | F. take | J. always |
| C. careful | G. sadness | K. uncomfortable |

| | | |
|-----------|--------|-------------|
| D. growth | H. set | L. mentally |
|-----------|--------|-------------|

【答案】: A

【解析】: 空前为介词 **of**, 可知此处可填名词或者动词的 **ing** 形式, 根据句意可知 **A** 项正确。

第二单元 谓语动词

一、概念

动词是表示动作、动态的一个个词。通常在一个句子里会包含主语、谓语、宾语。动词一般作为谓语。

二、形态

动词有 5 种形态: 原形、第三人称单数、过去式、过去分词和现在分词。

- live → lives → lived → lived → living
- speak → speaks → spoke → spoken → speaking

| 形态 | 构成 | 例词 |
|----------|--|---------------------|
| 动词原形 | 动词本身 | be, have, do, learn |
| 第三人称单数 | 一般情况, 在动词原形后加-s | run→runs |
| | 以 ch,sh,s,o,x 结尾的动词后加- es | teach→teaches |
| | 辅音字母加 y 结尾的动词, 把 y 变 i, 再加-es | study→studies |
| 现在分词 | 一般情况, 在动词后加-ing | read→reading |
| | 以不发音的 e 结尾的动词, 去掉 e 再加-ing | live→living |
| | 以重读闭音节结尾的词, 末尾只有一个辅音字母, 双写该辅音字母后再加-ing | sit→sitting |
| 过去式和过去分词 | 动词原形加-ed | work→worked |
| | 辅音字母 + y 结尾的动词, 把 y 变 i, 再加-ed | carry→carried |

| | |
|------------------------------------|--------------|
| 以 e 结尾的动词,直接加-d | live→lived |
| 以重读闭音节结尾而末尾只有一个辅音字母的,双写该辅音字母后再加-ed | stop→stopped |

三、谓语动词分类



第一章 系动词

一、概念

- 1. 系动词不能单独用作谓语，其后必须跟表语，来说明主语的状况、性质、特征等情况。
- 2. 常用的系动词有 seem, appear, look, feel, sound, taste, become, get, turn, smell, grow 等。

二、用法

1. 系动词+形容词

- The idea sounds wonderful. （这主意听起来很棒。）

2. 系动词+like +名词

- It sounds like a wonderful idea. （听起来像是个很棒的主意。）

三、考点
系动词+形容词

You may feel ____ (worry) and find the trip much longer than before. (2014.4)
你可能会担心，并且发现旅途比以前更远了。

【答案】: worried
【解析】: 空前为系动词 feel，此处应填形容词。

第二章 情态动词

一、概念

- 1. 英语的情态动词主要有 can (could), may (might), must, ought, need, dare 等;
- 2. shall, will, should, would 在一定场合也可以用作情态动词;
- 3. 情态动词无人称和数的变化。

二、用法

- 1. 情态动词+动词原形
 - I can read this sentence in English. (我可以用英语读这句话。)
- 2. 情态动词表推测
 - It is cold in the room. They must have turned off the heating. (屋里很冷，他们肯定把暖气关了。)

三、考点
情态动词+动词原形

We shouldn't __40__ their effects on our children, ourselves and our parents.(2014.10)
我们不能忽视它对孩子、对自己和对父母的影响。

| | | |
|-----------|------------|-------------|
| A. early | E. faster | I. involved |
| B. tests | F. produce | J. neglect |
| C. seldom | G. study | K. rate |
| D. taught | H. current | L. really |

【答案】: J

【解析】：空前为 should，此处应为动词原形。

第三章 时态

- 1. 英语语法中的时态是一种动词形式；
- 2. 不同的时态用以表示不同的时间与方式；
- 3. 在英语中有 16 种时态，其表现形式如下(以 study 为例)

| 英语时态 | 一般时 | 进行时 | 完成时 | 完成进行时 |
|------|----------------|-----------------------|-----------------------|-----------------------------|
| 现在 | study | am/is/are studying | have studied | have been studying |
| 过去 | studied | was/were studying | had studied | had been studying |
| 将来 | will study | will be studying | will have studied | will have been studying |
| 过去将来 | would study | would be studying | would have studied | would have been studying |

一、一般现在时

1. 概念

一般现在时表示经常性、习惯性的动作和行为或者现在的某种情况。

2. 用法

- 1) 现在时刻发生的动作或状态

- It is five o'clock now. (现在 5 点钟了。)

2) 经常性或习惯性的动作。

- We have three meals every day. (我们每天吃 3 顿饭。)

3) 主语具备的性格、能力和本质特征等。

- He likes playing online games. (他喜欢打网游。)

4) 客观事实、普遍真理、名言警句或谚语等。

- The earth goes around the sun. (地球绕着太阳转。)

5) 按规定、计划或安排要发生的动作。通常会用一般现在时表示将来时。常用的动词有 begin、start、come、go、leave 等。

- School begins the day after tomorrow. (学校后天开学。)

3. 动词人称和数的变化

①人称变化

根据主语的人称变化(如 you, I, he/she/it, they)从而谓语动词的形式发生变化。

例如

- You are beautiful. (你很漂亮。)
- I am ugly. (我很丑。)
- He is handsome. (他很帅。)
- They are friends. (他们是朋友。)

②数的变化

根据主语的数量变化(单数、复数)从而谓语动词的形式发生变化,叫做数的变化。

最常见形式是动词后+s

- The shirt looks great. (这个衬衫看起来不错。)
- Those shirts are black. (那些衬衫是黑色的。)

4. 考点

一般现在时句子的谓语缺失

For language learners, these forms of communication ____ (able) them to share ideas about themselves and the world in almost real time. (2015.4)

对于语言学习者而言，这些形式的交流能够让他们在大部分时间分享关于自己和世界的想法。

【答案】: enable

【解析】: 该句子缺少谓语，又主语是复数，所以填 enable。

二、一般过去时

1. 概念

一般过去时表示过去某一时间内发生的动作或存在的状态。

2. 用法

1. 表示过去特定时间内发生的动作或状态。

- My friend won the music award last year. (我的朋友去年赢得了一项音乐奖。)

2. 表示过去经常或反复发生的动作。

- She often came to help me when I was in trouble. (我遇到麻烦时，她总是来帮助我。)

3. 动词过去式变化规则

1) 一般情况下，动词词尾加 -ed；以不发音的 -e 结尾的动词，加 -d

- want → wanted, love → loved

2) 以辅音字母 + y 结尾的动词，把 -y 变为 -i 再加 -ed

- study → studied, copy → copied

3) 以一个辅音字母结尾的重读闭音节动词，双写词尾辅音字母，再加 -ed

- stop → stopped

4) 不规则动词的过去式变化规律性不强，须多加记忆。

- get → got, have → had, make → made

4. 考点

一般过去式中的动词过去式

During the 1970s, large numbers of women and young adults born during the baby boom entered into the work force. That ____ (result) in too many workers for the jobs available and depressed wages. (2014.10)

20 世纪 70 年代，大量的妇女以及出生于婴儿潮时期的年轻人进入了劳动大军。这就导致有限的工作对应太多工人，降低了工资。

【答案】: resulted

【解析】: 此处缺少谓语，根据上下文知此处应为过去式，故填 resulted。

三、现在进行时

1. 概念

1. 现在进行时除了表示现阶段正在进行的动作，还可以表示反复发生或持续存在的状态。

2. 句子结构：主语+be 动词+动词 ing 形式

2. 用法

1) 表示现阶段正在进行的动作

- I'm waiting for my girlfriend. (我在等我的女朋友。)

2) 表示一个在最近按计划要进行的动作，常用 go, come, leave, start 等动词搭配。

- I'm coming to pick you up. （我马上就要来接你。）
- 3) 表示反复发生或持续存在的状态。
- My girlfriend is always changing her mind with no reason. （我女朋友总是没理由的改变想法。）
- 4) 表示强调逐渐变化或改变的过程。常与 get, grow, go, become 等动词搭配。
- My parents are getting old. （我的父母越来越老。）

3. 考点

现在进行时 be 动词 + 动词 ing

All across Earth, humans are __31__ the environment in small and large ways. (2013.10)

在整个地球上，人类都在或大或小的影响着环境。

| | | |
|------------|-----------|------------|
| A.changing | E.huge | I.increase |
| B.grow | F.places | J.small |
| C.lead | G.certain | K.survival |
| D.either | H.also | L.danger |

【答案】: A

【解析】: 原文表语不完整。与名词“environment”搭配的应该是动词，排除不是动词的选项。谓语动词用“are”后面接一种进行时态。所以此处填入 changing。

三、现在完成时

1. 概念

过去完成时表示过去完成的动作对现在造成的影响。

句子结构：主语+have/has+动词的过去分词

2. 用法

1) 表示过去发生的动作对现在造成的影响。

- Luckily, I have seen these questions before. (很幸运, 我之前就看过这些问题。)

2) 表示从过去某时刻开始一直延续到现在的动作或状态

- She has been an English teacher for five years. (她已经当了 5 年的英语老师了。)

3. 考点

have/has + 动词的过去分词

Over the past few years, they have ____ (do) studies in different cultures. (2014.4)

在过去这些年, 他们已经完成了对不同文化的研究。

【答案】: done

【解析】: 空前为 have, 提示词为动词 do, 可知此处为完成时态, 应为 do 的过去分词 done。

第四章 英语语态

一、概念

①英语语态指的是主语与谓语动词之间的关系;

②分为主动语态和被动语态;

③只有及物动词才有动作的承受者, 所以只有及物动词才有被动语态。

④区别时态和语态

- 时态只与动词的时间有关;
- 语态只是主语和谓语动词之间的主动被动关系。

二、被动语态

1. 概念

①英语语法中仅有及物动词有被动形式。

②句型结构: Be 动词 + 及物动词 (短语) 的过去分词。

③被动语态可用于各种时态。

- My mother is not easily deceived. (我母亲是不容易受骗的。)
- A new house was built in this town. (一栋新房子建在了这个城市里。)

2. 用法

1) 动作的执行者没必要提出，可以省略时

- This plan will be finished next week. (这项计划下周就会完成。)

2) 强调动作的承受者

- All the desks are cleaned by me this morning. (所有的桌子我今天早上都打扫过了。)

3) 为了文章的通顺

- The president appeared, and was warmly applauded by the citizens. (当总统出现时，市民们给予热烈的掌声。)

4) 正式的通告

- Passengers are required to remain seated until the aircraft comes to a complete stop. (飞机停稳前，请乘客不要离开座位。)

3. 考点

动词的过去分词

When language is ____ (use) well, it can bring out very deep feelings in others, and encourage others to take action. (2013.10)

当语言被运用自如时，它就可以给别人带来很深的感受，并鼓励他们采取行动。

【答案】: used

【解析】: 空前为 be 动词 is，提示词为 use，根据句意此处为被动语态，应填其过去分词 used。

第三单元 非谓语动词

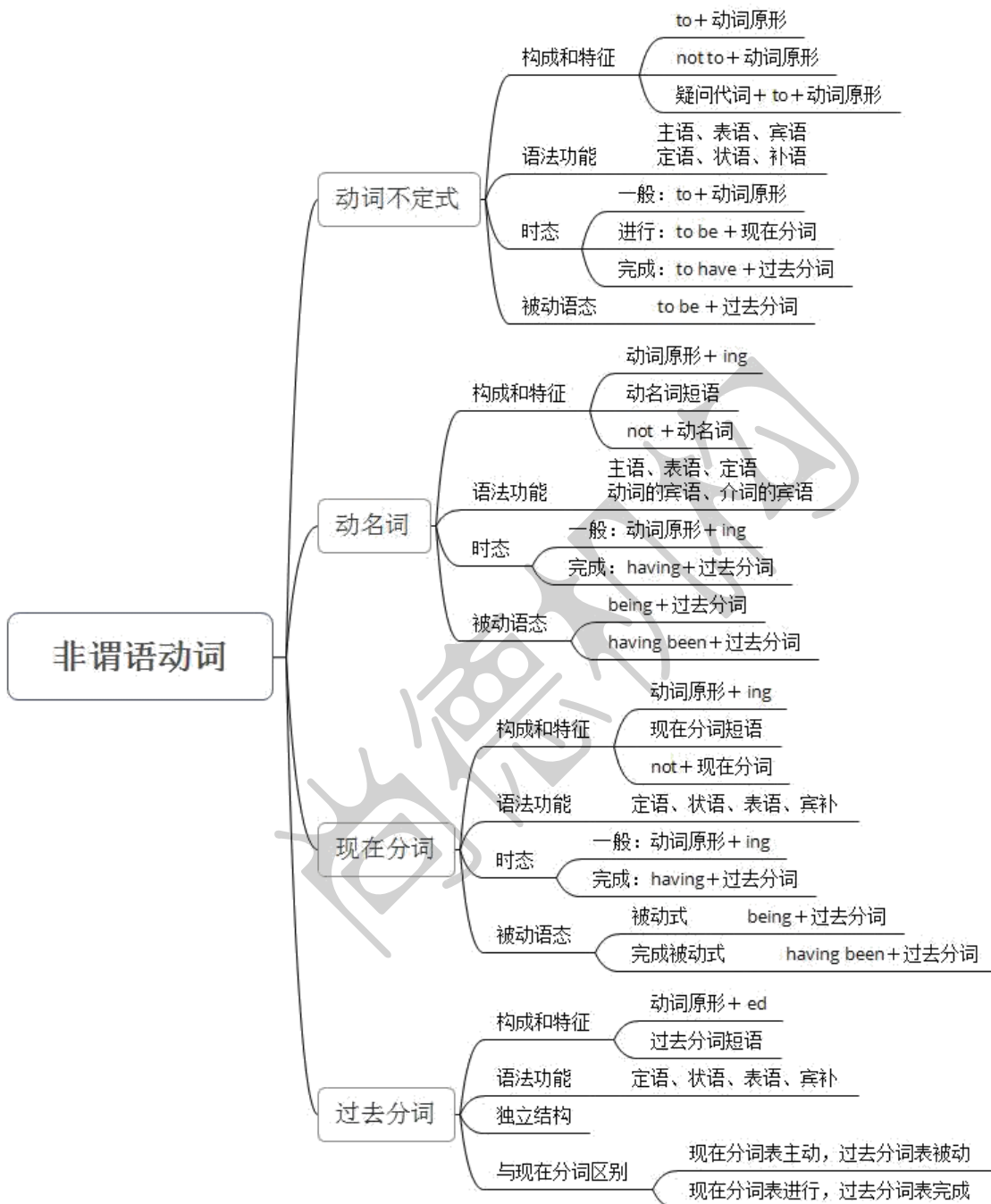
一、概念

①非谓语动词是指在句子中不是谓语的动词；

②主要包括不定式、动名词和分词（现在分词和过去分词）；

③非谓语动词除了不能独立作谓语外，可以承担句子的其他成分。

二、分类



第一章 动词不定式

1. 概念

①动词不定式由 **to** + 动词原形构成；

②可以加宾语或状语，构成不定式短语；

③也可以在不定式前加 **who, what, which** 等疑问词构成一种特殊不定式短语；

④不定式在句中可做主语、表语、宾语、定语、状语、补语。

2. 用法

1) 作主语

- To lose your heart means failure.(灰心意味着失败。)

2) 作表语

- Her job is to clean the hall.(她的工作是打扫大厅。)

3) 作宾语

- I want to learn English. (我想学英语。)

4) 作补语

- He ask me to help Anna. (他让我去帮助安娜。)

5) 作定语

- The child has nothing to worry about. (这个孩子无忧无虑。)

6) 作状语

不定式作状语通常表示目的、结果、原因、程度等。

- He worked day and night to get the money. (他夜以继日地工作来赚钱。)

3. 考点

We plow fields to _32_ crops. (2013.10)

我们开垦土地来种植农作物。

| | | |
|------------|----------|------------|
| A.changing | E.huge | I.increase |
| B.grow | F.places | J.small |

| | | |
|----------|-----------|------------|
| C.lead | G.certain | K.survival |
| D.either | H.also | L.danger |

【答案】: B

【解析】: 空前为 to, 知此处为动词不定式, 根据句意选 B。

第二章 分词

1. 概念

①分词分为现在分词(动词+ing)和过去分词(动词+ed)。

②现在分词表示主动和进行, 过去分词表被动和完成

③分词在句子中可以作定语, 状语, 补语和表语。

2. 用法

1) 分词作表语

- This course is very interesting. (这门课很有趣。)
- I'm very satisfied with your answer. (我对你的答案很满意。)

2) 作定语

- I found him a charming person. (我发现他是个有魅力的人。)
- She had a pleased look on her face. (她脸上显出一副满意相。)

3) 作状语

- Hearing the news, they all jumped with joy. (听到这个消息, 他们都欢呼雀跃。)
- Seen from the hill, the city looks magnificent. (从山上看, 这座城市非常壮观。)

4) 作补语

- I see him passing my house everyday. (我看他每天都经过我的房子。)

- When they get back home, they found the room robbed. (当他们回到家的时候, 发现房间遭抢劫了。)

3. 现在分词和过去分词的区别

(1) 现在分词表示主动, 过去分词表示被动。

- a moving film (感人的电影)
- A moved audience (被感动的观众)

(2) 现在分词表示进行, 过去分词表示完成。

- a developing country (发展中国家)
- a developed country (发达国家)

4. 考点

1) 单个现在分词作定语时放在所修饰名词前。

As ____ (manufacture) technologies have become more mobile, production jobs have moved from the U.S. to countries where wages are low.(2014.10)

当制造业技术变化愈来愈快, 生产工作就从美国迁移到那些工资低的国家。

【答案】: manufacturing

【解析】: 此处需用形容词来修饰 technologies, 因此用 manufacturing。

2) 现在分词短语作定语时放在所修饰的名词之后

Thus, never give out personal information ____ (include) your name, age, where you live, and the name of the school you attend.(2015.4)

因此, 永远不要泄露个人信息, 包括你的名字、年龄、住址、你所在学校的名字。

【答案】: including

【解析】: 该句子不缺少主要成分, 提示词为动词 include, 根据句意知, 此处可用现在分词, 构成现在分

词短语修饰 information。

3) 过去分词用作定语, 如果是单个的, 常置于其所修饰的名词之前。

Over the past few years, they have done studies in different cultures and found out that dreams contain some ____ (hide) truths. (2014.4)

在过去这些年, 他们已经完成了对不同文化的研究, 发现梦包含了一些隐藏的真相。

【答案】: hidden

【解析】: 空后为名词, 此处应作定语修饰 truth, hide 和 truth 为被动关系, 所以填 hide 的过去分词。

4) 过去分词短语用作定语时, 一般置于其所修饰的名词之后。

During the 1970s, large numbers of women and young adults ____ (bore) during the baby boom entered into the work force. (2014.10)

20 世纪 70 年代, 大量的妇女和出生于婴儿潮期间的年轻人进入了劳动大军。

【答案】: born

【解析】: 该句子的真正谓语是 entered, young adults 和 bore 为被动关系, 此处应填 bore 的过去分词, 构成过去分词短语修饰 young adults。

第四单元 从句

1. 概念

1. 从句指复合句中不能独立成句, 但具有主语部分和谓语部分, 由 that、who、whom、when、why、where、how、which 等引导词引导的非主句部分。
2. 从句分为名词性从句、形容词从句和副词从句。

第一章 名词性从句

1. 概念

名词性从句可由 that、疑问词 (who、where、how、when、what)、if/whether 引导, 可做主语、宾

语、表语或补语等。

2. 用法

1) 以 that 引导的从句

以“他已婚这件事是真的”来做例句。

- that 从句作主语: That he is married is true.
- that 从句作补语: It is true that he is married.
- that 从句作宾语: I found out yesterday that he is married.

2. 以疑问词 (who/where/how/when/what) 引导的从句。

- I will tell you where he is. (我会告诉你他在哪儿。)

3. 以 if/whether 引导的从句

- Do you know if/whether he is available now? (你知道他现在是否有空吗?)

第二章 形容词从句 (定语从句)

1. 以关系代名词 (who/which/that/whom/whose) 引导的从句, 其作用是修饰主句的某个名词性成分。

- The woman who is on the phone is my supervisor. (那个讲电话的女人是我的主管。)

2. 当 that 修饰的成分为主语或宾语时, that 可以省略。

- The man (that) you talked about yesterday is Jack. (你昨天谈到那个人是杰克。)
- He is just the man (that) you talked about. (他就是你刚刚谈到的那个人。)

第三章 副词从句 (状语从句)

1. 概念

副词从句是由连词引导的具有副词功能的从句。

2. 用法

1) 副词从句可用来表示时间、地点、原因、条件、目的、让步、比较、方式、结果。

- We were shocked when he told us the truth. (当他告诉我们实情时,我们都震惊了。)

2) 从句中主语和 be 动词的省略。

①当从句的主语和主句的主语一致

②或者从句的主语为 it

③从句谓语中包含 be 动词, 如: be doing, be done, be to do, be + adj



在①③或②③此种情况下可以省去从句的主语和 be 动词, 保留 be 之后的部分。被保留部分常为现在分词、过去分词、不定式、形容词等。

- While (I was) walking alone in the street, I heard my name called. (我独自一人在街上正走着, 听到有人喊我的名字。)
- I'll buy an anti-smog face mask if (it is) necessary. (如果有必要, 我会买一个防雾霾口罩的。)

三、考点

1. 名词性从句中的成分缺失

How we deliver _____ (communicate) shapes the way the world responds to us. (2013.10)

我们如何传递信息塑造了世界回应我们的方式。

【答案】: communication

【解析】: 此处“How we deliver _____ (communicate)”为名词性从句来做句子的主语, 该空应填名词, 作动词 deliver 的宾语。

2. 形容词性从句中成分缺失

How we deliver communication shapes the way the world _____ (respond) to us. (2013.10)

我们如何传递信息塑造了世界回应我们的方式。

【答案】: responds

【解析】: 此处“the world _____ (respond) to us”作定语来修饰 way, 此从句中缺少谓语, 又主语为 the world, 所以此处为其第三人称单数形式。

3. 副词从句中的成分缺失

Chatting with others can be an enjoyable and educational activity if you use care when ____ (do) so.

(2015.4)

如果跟别人交谈的时候用心，那么聊天会是一项既愉悦和又有教育意义的活动。

【答案】: doing

【解析】: 此处“when ____ (do) so”为时间状语从句，并且省略了 you are，可知此处应为动词 ing 形式，构成现在进行时。

第五单元 并列结构

一、概念

①并列结构主要由并列连词体现。

②并列结构可以是词和词，词组和词组，或分句和分句的并列。

③并列结构既可以是双项并列，也可以是多项并列。

④连接的同等成分可以是动词的宾语、介词短语或名词的定语等。

- She can play pop music and classical music as well. (她可以弹奏流行音乐，也可以弹奏古典音乐。)

二、常见的并列连词/结构有：

① and, or, ②as well as ③not ... but ④not only... but also ⑤both ...and ⑥neither ... nor ⑦

either ... or ⑧ prefer ⑨would rather do ... than do... ⑩ rather than.

- I'm interested in English and French. (我对英语和法语感兴趣。)
- We should smile rather than frown. (我们应该微笑而不是皱眉。)

三、考点

1. 并列结构中的连接成分

Problems cause __31__, anger, fear or despair.(2014.4)

麻烦会引起伤心、生气、害怕或者绝望。

| | | |
|------------|---------|----------|
| A. meeting | E. wise | I. poses |
|------------|---------|----------|

| | | |
|------------|------------|------------------|
| B. courage | F. take | J. always |
| C. careful | G. sadness | K. uncomfortable |
| D. growth | H. set | L. mentally |

【答案】: G

【解析】: 31 空前后文 “Problems cause ……anger, fear or despair.” 可知此处应填入与 “anger, fear or despair” 情感类的名词。

2. 并列结构中的连词

If a park were turned into an apartment building, what would happen to the plants and animals there? Well, they would _37_ die or move to other places. (2013.10)

如果公园变成了公寓大楼，那植物和动物会怎样呢？他们或者死去，或者迁移到其他地方。

| | | |
|------------|-----------|------------|
| A.changing | E.huge | I.increase |
| B.grow | F.places | J.small |
| C.lead | G.certain | K.survival |
| D.either | H.also | L.danger |

【答案】: D

【解析】: either...or...句型，意为两者择其一，或者...或者...

第二部分 应对技巧

第一章 阅读判断

一、题目要求

该部分要求考生在读懂一篇 350 词左右短文的基础上，对给出的 10 个句子所表达的信息作出判断，有的信息是正确的，有的信息是错误的，有得文中没有提到。

二、解题步骤

1. 阅读题目

2. 寻找关键词回归定位，找出题目在原文中的出处

(1) 准确确定题干中的**关键词**

(2) 带着关键词回归文章定位

3. 把关键词所在的句子与题目对比，根据 True, False 和 Not Given 特点进行判断。

4. 确定关键词的依据：醒目好找，出现频率低。

关键词依次可能为：数字，人名，专有名词，名词，形容词或副词，动词

三、题目类型

1. 答案为 true

即题目是原文的同义改写

(1) 真题举例 (2015.4 阅读判断 第 6 题)

【题目】: It's advisable to have different lists of songs. (建议你搞个不同的歌曲列表。)

【原文】: I strongly recommend dividing your play list into different small lists. (我强烈建议你把播放列表分成不同的小列表。)

【解析】: advisable 和 strongly recommend 为同义替换

(2) 真题举例 (2014.10 阅读判断 第 3 题)

【题目】: The taxi driver liked talking with his customers. (这个出租车司机喜欢和乘客聊天。)

【原文】: Many times during long rides, I'd developed a good relationship with my passengers and received very good advice from them. (在很多次的路途中, 我和乘客关系都处的很好, 并且还从他们身上得到很好的建议。)

【解析】: liked talking with his customers 和 developed a good relationship with my passengers 为同义替换

2. 答案为 false

(1) 题目与原文意义不同, 或直接相反(反义词, not+同义词, 反义结构)

①真题举例(2014.10 阅读判断 第2题)

【题目】 The doctor wanted to go to the railway station by taxi. (那个医生想乘坐出租车到火车站。)

【原文】 The man reached the taxi and jumped in. "The Airport, please," he said. (那个男人走到出租车那, 跳进车里。“到飞机场”, 他说。)

【解析】: railway station 和 airport 意义不同

②真题举例(2015.4 阅读判断 第9题)

【题目】 Romantic songs help people recover from breakups faster. (浪漫的歌曲帮助人们从分手中较快的恢复。)

【原文】 People who listen to romantic songs after breakups recover 10 times slower than those who don't. (听浪漫歌曲的人在分手后会比那些不听的人恢复慢 10 倍。)

【解析】: faster 和 slower 意义相反

(2) 题目与原文所描述的范围不同, 如 many, sometimes, usually, mostly, all, only 等

真题举例(2015.4 阅读判断 第2题)

【题目】 One can benefit from all kinds of music. (一个人可以从所有的音乐中受益。)

【原文】 All the benefits of music can only be got if the listener enjoys the music he is listening to. (听音乐的人只有享受听到的音乐才会从中受益。)

【解析】: all 和 only 范围不同

(3) 混淆理论和事实

原文或题目强调是人们对某事物的一种“理论”或“感觉”，常有 **feel**, **consider** 及 **theory** 等词。

题目或原文强调是一种“事实”或“已被证明”，常有 **fact** 及 **prove** 等词。

①真题举例（2013.10 阅读判断 第10题）

【题目】The first vertical farms appeared 5 years ago. （第一个垂直农场出现在5年前。）

【原文】Most experts suggest it may take about 5 to 15 years before the first vertical farms could be created. （很多科学家认为在第一个垂直农场出现之前还需要5到15年时间。）

【解析】：题目是 5 years ago，原文是 it may take about 5 to 15 years before，可知题目指出是已成事实，但在原文还只是理论。

②真题举例（2013.10 阅读判断 第2题）

【题目】It is still a dream for people to grow crops indoors. （室内种植农作物仍旧是梦想。）

【原文】It may be difficult to believe but in fact the technology for growing crops indoors already exists. （这可能很难令人相信，但室内种植农作物的技术已经存在。）

【解析】：题目是 still a dream，可知还是理论，原文 already exists，可知已成事实。

(4) 原文中包含条件状语，题目中去掉条件成分。(如：if, unless, but for, with 等)

真题举例（2015.4 阅读判断 第7题）

【题目】You should remove all of the old music from your list. （你应该删掉音乐单中的所有老歌。）

【原文】Another very important thing you must do is to get rid of all of the old music that you are bored of. （你必须要做的另外一件很重要的事情是去掉所有听烦了的老歌。）

【解析】：题目为 all，原文 all 之后还有条件成分 that you are bored of。

3. 答案为 not given

(1) 题目中涉及的范围小于原文涉及的范围

真题举例（2014.4 阅读判断 第5题）

【题目】A long-distance run is good in many ways. （长跑有很多好处。）

【原文】Running is good for you both physically and mentally. （跑步对身体和心理都有益。）

【解析】：题目提到 in many ways，但原文只提到 physically and mentally。

（2）主观臆断

真题举例（2014.4 阅读判断 第3题）

【题目】It is hard to find a safe environment for running. （一个安全的跑步场地不好找。）

【原文】All you need is a good pair of running shoes and a safe environment. （你全部需要的就是一双好跑鞋和一个安全的场地。）

【解析】：题目提到 hard to find，但是原文中只提到 all you need。

四、真题重现（2015 年 4 月真题）

Using Music to Change Your Mood

Everyone knows that listening to music when feeling bad can provide a relief. Music can also reduce stress, make depression more bearable and help you relax.

All the benefits of music can only be got if the listener enjoys the music he is listening to. If the listener dislikes the music or finds it boring, it will have a negative effect on him instead of a positive one.

Now let's examine what most of us do when it comes to listening to music. We usually just listen to a play list and allow a program to randomly(任意地) select the songs we are going to listen to.

This is where the problem lies. What if you liked the first song but found the second one boring? What if the third one was a motivating song while the fourth didn't suit your emotions?

What do you think the result will be?

What you'll have is an emotional mess! The first song will lift your mood a little. The second will make you a little bored. The third will motivate you and then the fourth will put you down. In the end you'll end up feeling worse than before.

I strongly recommend dividing your play list into different small lists. For example, a list for relaxation, a list for motivation and so on. Another very important thing you must do is to get rid of all of the old music that you are bored of. Besides, don't listen to songs with negative words or messages.

The music you listen to can delay your recovery from breakups(分手)by months and months! People who listen to romantic songs after breakups recover 10 times slower than those who don't. So be careful with your play list if you want to recover faster.

1. Music is believed to have a comforting effect.

A.True B.False C.Not Given

2. One can benefit from all kinds of music.

A.True B. False C. Not Given

3. People tend to listen to music selectively.

A.True B.False C.Not Given

4. People generally prefer motivating songs.

A.True B.False C.Not Given

5. You should listen to songs that suit your emotions.

A.True B.False C.Not Given

6. It's advisable to have different lists of songs.

A.True B.False C.Not Given

7. You should remove all of the old music from your list.

A.True B.False C.Not Given

8. People should listen to songs with positive words.

A.True B.False C.Not Given

9. Romantic songs help people recover from breakups faster.

A.True

B.False

C. Not Given

10. Many people like romantic songs.

A.True

B.False

C.Not Given

【答案】

1. 答案: A

解析: 题干大意:人们认为音乐可以产生安慰的效果。题目的关键词是“comforting”,对应原文第一段第一句: Everyone knows that listening to music when feeling bad can provide a relief. 原文是说人人都知道当心情不好的时候听音乐可以给你安慰,题目与原文的意思一致,故选 A。

2. 答案: B

解析: 题干大意: 人们可以从各种音乐中受益, 题目的关键词是“benefit”,对应原文第二段第一句: All the benefits of music can only be got if the listener enjoys the music he is listening to. 原文是说如果听音乐的人喜欢他所听的音乐,他才能从中受益,题目与原文的意思不符,故选 B。

3. 答案: B

解析: 题干大意:人们倾向于有选择性地听音乐,题目的关键词是“selectively”,对应原文第三段第二句: We usually just listen to a play list and allow a program to randomly(任意地) select the songs we are going to listen to. 原文是说我们经常只听播放列表上的音乐,并且让程序任意选择我们将听的音乐,题目与原文的意思不符,故选 B。

4. 答案: C

解析: 题干大意: 人们一般喜欢听激昂的歌曲,题目的关键词是“motivating songs”,对应原文第四段第三句:What if the third one was a motivating song while the fourth didn't suit your emotions? 原文是说假使第三首是激昂的歌曲,但第四首却不适合你的情绪怎么办呢?题目所说的内容在原文中并没有提到,故选 C。

5. 答案: A

解析: 题干大意:你应该听适合你情绪的歌曲。题目的关键词是“suit your emotions”,对应文中的题目: Using Music to Change Your Mood(用音乐改变你的心情),文章第五段也说明了要听适合你情绪的歌曲,故选 A。

6. 答案: A

解析: 题干大意:建立不同的歌曲列表是明智的。题目的关键词是“different lists”,对应原文第六段第一句: I strongly recommend dividing your play list into different small lists. 原文是说作者强烈建议把播放列表分成不同的小列表,题目与原文的意思一致,故选 A。

7. 答案: B

解析: 题干大意:你应该从你的歌曲列表中移除所有的老歌。题目的关键词是“old music”,对应原文第六段第三句: Another very important thing you must do is to get rid of all of the old music that you are bored of. 原文是说清除所有你不喜欢的老歌,题目的表述与原文不符,故选 B。

8. 答案: A

解析: 题干大意:人们应该听有正面歌词的歌曲。题目的关键词是“positive words”,对应原文第六段最后一句: Besides, don't listen to songs with negative words or messages. 原文是说不要听有负面歌词或信息的歌曲,题目是原文的同义表达,故选 A。

9. 答案: B

解析: 题干大意:浪漫的歌曲帮助人们更快地从分手中恢复过来,题目的关键是“romantic songs”和 recover “,对应原文最后一段第二句: People who listen to romantic songs after breakups recover 10 times slower than those who don't. 原文是说在分手后听浪漫歌曲的人比那些不听浪漫歌曲的人恢复得要慢10倍,“faster”与“slower”意思是相反的,故选 B。

10. 答案: C

解析： 题干大意：许多人喜欢浪漫的歌由。题目的关键词是“romantic songs”，对应原文最后一段第二句：People who listen to romantic songs after breakups recover 10 times slower than those who don't. 原文是说在分手后听浪漫歌曲的人比那些不听浪漫歌曲的人恢复得要慢10倍，题目所说的内容在原文中并没有提到，故选C。

第二章 阅读选择

一、题目要求

该部分选用一篇350词左右的短文，题材包括人文、科技、经济、环境、卫生等热点话题，文中会适当给出个别生词的中文释义。短文后设有5个题目，要求考生从每题后4个备选项中选出最佳选项。

二、解题步骤

1. 阅读题干，判断题型
2. 找出关键词，回归原文定位
3. 对比原文和选项，得出正确答案

三、题目类型

1. 主旨题

(1) 主旨题常见题目

- ① The best title for this text is _____ .
- ② The main idea of the text is _____ .
- ③ The text mainly deals with _____ .
- ④ The central idea conveyed in the above text is _____ .
- ⑤ The author's purpose in writing this text is _____ .
- ⑥ What does the text mainly discuss?

(2) 解题技巧

①浏览题目

②阅读文章或段落的第一句及最后一句

③与选项对比，判断出正确答案

(3) 例题(近 5 年真题中未出现此类题型，以下出自模拟题)

【题干】What does the passage mainly discuss?

A: The origins of theater.

B: The role of ritual in modern dance

C: The importance of storytelling.

D: The variety of early religious activities.

【原文】原文第一句: There are many theories about the beginning of drama in ancient Greece.

原文最后一段第一句: Another theory traces the theater's origin from the human interest in storytelling.

【答案】: A

【解析】: 由原文可知本文讨论的都是戏剧的起源，选项 A 正确。

2. 细节题

(1) 细节题常见题目

①特殊疑问句型

以 what, who, when, how, where 等引导的问题。

A. What do we know about...?

B. Why is ...?

C. How many ... in this text ?

D. In what year...?

E. In what way...?

F. According to the text, who ...

②填空题型

通常涉及与主题有关的事实或细节，但涉及的范围比正误判断题要广。

A. The real cause is_____.

B. According to the author, the techniques can be used to _____.

C. The author states that _____.

D. The experiment shows that _____.

E. Mr. X expects _____.

(2) 解题技巧

1) 阅读题目

2) 寻找关键词回归定位，找出题目在原文中的出处

- ①准确确定题干中的关键词
- ②带着关键词回归文章定位
- ③重点阅读出现关键词处的文章

3) 结合选项，判断出正确答案

- ①注意原文重现
- ②注意同义替换

(3) 真题举例

①【原文】(2015.4 阅读选择 第 11 题)

It's so easy to walk into your first job and feel like a stranger in a strange land. But you don't have to stay that way, and you shouldn't.

You have to remind yourself to kick your shyness away and introduce yourself. Just a hand shake will do. Ask the supervisor who hired you to introduce you around a bit. That's the best way to make contacts. Then you'll know what to do and say when you meet these people again.

①【题目】

How do people usually feel when meeting people at their first job?

A.Shy.

B.Puzzled.

C.Curious.

D.Excited.

【答案】： A

【解析】：根据文章第一段第一句 “It's so easy ... feel like a stranger in a strange land.” 和第二段第一句 “You have to remind yourself to kick your shyness away and introduce yourself.” 可知,当在一个陌生的环境第一次工作时,人们会感觉自己像一个陌生人,就会很害羞,故选 A。

②【原文】(2014.4 阅读选择 第 15 题)

Instead of running to the car, he ran back into the store and called out, “Thank you! ”

②【题干】The boy ran back into the store to_____.

A. do extra shopping

B. express his thanks

C. return the money

D. take his bag out

【答案】: B

【解析】：根据原文“Thank you!”知小男孩回商店表达了感谢。

3. 推断题

（1）推断题常见题干

① The text is intended to...

② The text implies that...

③ It can be inferred from the text that...

④ We can conclude from the text that...

⑤ The author suggests that...

⑥ An inference which may be made from the text is ...

（2）解题技巧

- ① 阅读题目，确定题干中的关键词
- ② 带着关键词回归文章定位，阅读关键词前后的文章
- ③ 通过推断归纳得出正确答案

（3）真题举例

【原文】（2015.4 阅读选择 第 14 题）

Don't do what my friend Sue did at her first job at Entertainment Weekly. "That is one of my biggest regrets: I hardly talked to anyone at all when I was there. I was scared and just thought people would talk to me first. For a long time, I was hung up on the thought that if someone was older, I respected them automatically. And even if someone started on Monday, and I started Tuesday, I just felt they had more experience. In the area I worked for four months, I hardly spoke to these people," she said.

"Of course, now I realize that was the most stupid thing. If I could do that again, I'd remember that it's so important not to feel shy about introducing yourself. It's not like you have to be very bold, ready to take over the place. Just introduce yourself and ask if there is anything you can do for them. That breaks the ice."

【题干】

14. What did Sue suggest we do at our first job?

- A. Seize every possible opportunity.
- B. Get ready to take over the place.
- C. Make active contacts with others.
- D. Stay humble before the older staff.

【答案】: C

【解析】: 根据原文 “Just introduce yourself and ask if there is anything you can do for them.” 可

知,Sue 建议在第一次工作时要先介绍自己,然后询问别人你能为他们做什么,也就是说要和别人主动交流,故选 C。

4. 词义句义猜测题

(1) 常见题目

- ① Which is the probable definition of the word "... " ?
- ② The italicized word in line ... means _____ .
- ③ Which of the following is nearest in meaning to "... " ?
- ④ In line..., the word "this" stands for _____ .
- ⑤ The word"... " is closest to _____ .
- ⑥ In line..., the word "... " could best be replaced by _____.

(2) 解题技巧

- ① 浏览题目,定位关键词
- ② 带关键词回归文章定位
- ③ 根据关键词所在句子,或者前后句子猜测意义

A. 回原文 3 句话猜

B. 构词法猜

C. 选项代入

(3) 真题举例

【题干】(2013.10 阅读选择 第 13 题)

The phrase “an idiot” (Line 3, Para. 3) most probably means_____.

- A. an actor B. a cheater C. a fool D. a loser

【原文】: I did not have a common background with my friends because I grew up in Europe. I was a bit of an idiot to many people around me.

【答案】: C

【解析】: 根据原文 “did not have a common background” 主人公和美国同学没有共同的文化背景, 所以显得很傻。“idiot” 指傻子。

四、真题重现 (2014 年 10 月阅读选择)

Talk to Your Kids about Their Eating Habits Carefully

Weight is never an easy subject. It can be risky for parents to raise the issue of eating habits and weight with their kids.

“No kid ever lost weight because his mother told him he was fat,” a friend told me when I was worried about my son's weight.

It turns out she was right, according to a new study. The study was directed by Dr. Berge at University of Minnesota. She found that kids whose parents discussed eating in a healthy way were less likely to have eating problems. But 64% of the kids whose parents focused on their weight turned to unhealthy eating behaviors. Some kids went on extreme diets, and others even ate no food. So eating disorders were caused. Things were worse when fathers joined in the discussions with their daughters and focused on weight. “Fathers should never comment on their daughters' weight,” says Berge. Instead, she suggests, fathers should focus on their daughters' interests. That can help them feel loved and confident enough to work on their weight issues.

How should parents talk to kids about eating behaviors? According to Berge, they should avoid focusing on how much their kids weigh. They should talk to them about being healthy. Don't compare them with others. Ideally, both parents should share the responsibility. If that's not possible, choose the parent whose words cause the least amount of stress and who demonstrates

healthy eating.

11. The writer's friend advised her not to_____.

- A. worry about her son's weight B. take the risk of gaining weight
C. change her own eating habits D. talk to her son about his weight

12. The study found that some kids had fewer eating problems because they

- A. learned to eat healthily B. took part in the study
C. focused on their weight D. believed the scientists

13. When told about their fatness, some kids _____ ?

- A. felt helpless B. became angry
C. began to eat no food D. refused to take any advice

14. If a father focuses on his daughter's interests, she will feel ____ .

- A. amused B. encouraged
C. surprised D. challenged

15. When talking to their kids about eating behaviors, parents should ____ .

- A. focus on being healthy B. use short and simple words
C. respect their kids' views D. compare their kids with others

【答案】

11. 答案: D

解析: 根据文中第二段的“**No kid ever lost weight because his mother told him he was fat,**” a friend told me when I was worried about my son's weight.”可知, 孩子不会因为母亲说自己胖就去减肥, 可推出, 朋友建议不要和孩子谈论体重, 故选 D

12. 答案: A

解析: 根据文中第三段的“**She found that kids whose parents discussed eating in a healthy way were less likely to have eating problems.**”可知, 父母如果和孩子讨论健康的饮食方法, 孩子就会少出现饮食问题。由此可推出, 孩子之所以少出现饮食问题, 是因为学会了健康饮食。故选 A

13. 答案: C

解析: 根据文中第三段的“**But 64% of the kids whose parents focused on their weight turned to**

unhealthy eating behaviors. Some kids went on extreme diets, and others even ate no food.” 中关

键词 “others even ate no food”，可知有些孩子在这种情况下会不吃任何实物，故选 C

14. 答案：B

解析：根据文中第三段的 “fathers should focus on their daughters' interests. That can help them feel

loved and confident enough to work on their weight issues.” 中关键词 “feel loved” 可知，A（好笑）、

C（惊讶）、D（挑战）都不合适，故选 B

15. 答案：A

解析：根据文中最后一段的 “They should talk to them about being healthy.” 可知，父母应该关注健

康饮食，故选 A。

第三章 概括段落大意和补全句子

一、题目要求

该部分包括一篇短文（400 词左右）和 2 项任务：概括段落大意和补全句子。其中概括段落大意部分旨在考察考生宏观把握文章结构、概括段落大意和提取关键信息的能力。补全句子部分主要考察考生定位查找关键信息的能力。

二、概括段落大意

1. 解题步骤

- （1）浏览题目
- （2）阅读相关段落的首尾句，抓住段落的主题
- （3）对比选项和段落，从而确定正确选项

2. 解题技巧

- （1）划掉已选择的选项
- （2）先易后难：先做容易确定答案的题，再做答案不确定的。

三、补全句子

1. 解题步骤

- (1) 阅读题目
- (2) 根据语法综合知识排除选项
- (3) 寻找关键词回归定位, 找出题目在原文中的出处
- (4) 对比原文和剩余选项, 确定正确答案

2. 解题技巧

- (1) 补全句子其实就是细节题
- (2) 注意原文重现和同义替换

四、真题重现 (2014 年 10 月真题)

Plagiarism (剽窃)

① You just found some good stuff on the Web for your science report. You copy a paragraph and paste it into your report. Then you continue your research. But you just made a big mistake. You committed plagiarism. Plagiarism is when you use someone else's words or ideas and pretend that they are yours. It's not allowed in school, college, or beyond.

② The word "plagiarism" comes from Latin. It means stealing a person's ideas. But it's not always easy to tell what is plagiarism and what is not. Sometimes, it's accidental. You really intended to do your own work, yet ended up with some sentences that sound just like something you've read.

③ Though plagiarism can be accidental, it's sometimes done on purpose. That's just being lazy. By copying whole paragraphs from different places, you don't have to spend the time thinking about the subject, gathering your own thoughts about it, and then putting them into original words. Cut, paste, and you're done.

④ Most schools are pretty strict about plagiarism. If you're caught, your graduation will be delayed or worse. At the very least, you're probably going to fail the assignment. When you're older and in college, some schools will kick out students who plagiarize. When you're kicked out of one college, it can be hard to get into another.

⑤ To be on the safe side, always make it clear where the information comes from. You need to write references. That's a list of the sources you used for a project or report. To do that, you'll need to know the author, the title, and the date it was published. If you write something really great, maybe some day someone will quote you in a report.

Task 1

16.Paragraph ①

17.Paragraph ②

18.Paragraph ③

19.Paragraph ④

20.Paragraph ⑤

A. Purposeful plagiarism

B. The cost of plagiarism

C. The definition of plagiarism

Task 2

21.You commit plagiarism when you _____.

22.Sometimes it is hard to tell whether _____.

23.Copying whole paragraphs can _____.

24.Once caught for plagiarism,_____.

25.If you publish something great, people may _____.

- A. you will be punished
- B. you have great ideas
- C. quote you in their reports
- D. take others' ideas as yours

【答案】

16. 答案: C

解析: 关键句 “You committed plagiarism. Plagiarism is when you use someone else's words or ideas and pretend that they are yours.”, 提出剽窃并解释其概念, 所以该段谈的是剽窃的含义。

17. 答案: D

解析: 关键句 “Sometimes, it's accidental.”, 引出意外剽窃, 并在该句之后继续解释意外剽窃, 所以该段谈的是意外剽窃。

18. 答案: A

解析: 关键句 “Though plagiarism can be accidental, it's sometimes done on purpose.”, 承接上文意外剽窃, 引出故意剽窃, 并在改句之后阐述故意剽窃, 所以该段谈的是故意剽窃。

19. 答案: B

解析: 关键句 “If you're caught, your graduation will be delayed or worse.”, 如果被抓到剽窃, 你会被延迟毕业, 或者更糟。所以该段谈的是剽窃的代价。

20. 答案: F

解析: 关键句 “To be on the safe side, always make it clear where the information comes from.”, 为了避免剽窃, 就一定要注明句子的出处, 并且在该句之后对继续阐述注明出处的详情。可见该段谈的是避免剽窃。

21. 答案: D

解析: 第一段 “Plagiarism is when you use someone else's words or ideas and pretend that they are yours.” 关键词 “use someone else's words or ideas” 使用别人的言词或者想法。

22. 答案: F

解析：第二段 “But it's not always easy to tell what is plagiarism and what is not.”，是否是剽窃不容易分辨。

23.答案：E

解析：第三段 “By copying whole paragraphs from different places, you don't have to spend the time thinking about the subject”，从不同地方复制整个段落，你就不用再花时间去想这个。可见复制整个段落，可以节省时间。

24.答案：A

解析：第四段 “If you're caught, your graduation will be delayed or worse.”，如果被抓到剽窃，会被延迟毕业或者更糟，可见一旦抓到剽窃，就会受到惩罚。

25.答案：C

解析：文章最后一句 “If you write something really great, maybe some day someone will quote you in a report.” 如果你写了一些很好的作品，那么就可能会有人在报告中引用你的言词。

第四章 填句补文

一、题目要求

该部分选用一篇总长度约 400 词的短文，所选材料多是观点鲜明、条理清楚的说明文或议论文。要求考生在理解文章整体结构以及段落之间、单句之间关系的基础上，从所给的 6 个备选项中选出对应的 5 项。

二、解题步骤

1. 阅读空前后句子
2. 浏览选项
3. 根据句子含义判断出正确选项

三、解题技巧

1. 词汇复现
2. 结构重复

3. 划掉已选择的选项

四、真题重现 (2013 年 10 月填句补文)

Grandpa My Hero

My grandfather had only one child and that was my mother. He always wanted a son but it never happened. __26__ When my mom got pregnant, he thought he finally had a boy in the family, but it turned out that her first child was my older sister. When I was born, Grandpa was very happy.

He was the first person to give me a baseball glove and to play baseball with me. My first glove was as small as my whole hand is now. When Grandpa gave me that glove, I was very excited. __27__ It was my pride and joy.

When I was five, I played on my first baseball team and Grandpa was the coach. He wanted me to play one position, but I wanted to play another. __28__ I tried so hard that I made good progress. Grandpa was very proud of me. Ever since then, he has worked with me to make me a better player.

Grandpa has helped me become not only a better player, but a better person. __29__ Today Grandpa does not play baseball with me so often, but he still comes to every practice and game. He sits and watches my practices through rain and shine. __30__ I love him and hope he will be around for many more years to support me and baseball.

- A. I was so happy I even slept with it at my side.
- B. He wanted a son because he wanted to teach him to play baseball.
- C. I owe him all my success in baseball and in my life.
- D. In order to make me happy, he let me play what I wanted.

【答案】

26.答案: B

解析: 根据 26 空前文 “He always wanted a son but it never happened.” 祖父很想要一个儿子, 但事与愿违。推测后文可能要提及祖父喜欢儿子的原因。选 B。

27.答案: A

解析: 27 空前文 “When Grandpa gave me that glove, I was very excited.” 以及后文 “It was my pride and joy.” 可知小男孩非常喜欢祖父送他的手套。推测此处应该要描写小男孩高兴的心理活动和行为。

28.答案: D

解析: 根据 28 空前文 “He wanted me to play one position, but I wanted to play another.” 以及后文 “I tried so hard that I made good progress.” 推测这里即将讨论小男孩打篮球的站位问题。后文小男孩非常努力, 可以推测祖父让他去了自己喜欢的位置。

29.答案: C

解析: 29 空前文 “Grandpa has helped me become not only a better player, but a better person.” 推测这里要谈到祖父对小男孩人生观的影响。

30.答案: E

解析: 30 空前文 “He sits and watches my practices through rain and shine.” 无论天晴下雨祖父都坐着看主人公练习篮球。此处更适合填入祖父与篮球队之间的关系, 所以选 E, 排除 F。

第五章 填词补文

一、题目要求

该部分所选短文一般为 250 ~ 300 词，题材涉及科普知识、社会热点等。短文中留出 10 个词汇的空格，要求考生从所给的 12 个备选项中选择符合上下文语境的词汇填入相应空白处，使短文意思通顺、表达正确。

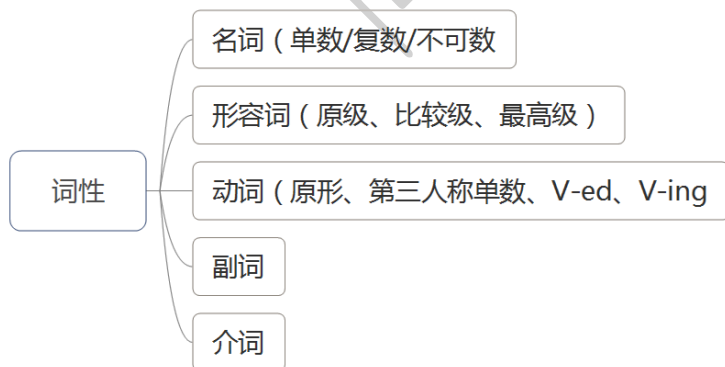
1. 所选词汇主要涉及名词、动词、形容词、副词
2. 短文首句不设空格，两个空格之间会有一定间隔

二、题型特点

1. 十二选十
2. 每个选项只能用一次，已选选项可划掉
3. 填错一空，容易有连带性
4. 使用所给词的原形，无需变化
5. 根据固定搭配，句子成分搭配和前后文含义判定

三、解题步骤

1. 标注每个选项的词性和每个空可能的词性



2. 根据上下文含义、固定搭配或语法知识确定正确选项。

四、真题重现 (2014 年 10 月填词补文)

Mental Activities Help Save Memory

Doing mental activities is helpful. Reading books and writing at any age may save memory, a new __31__ finds.

The study was conducted by some American neurologists (神经病学家). It __32__ 294 people. They were given __33__ on memory and thinking. They had the tests once a year for six years. They were also asked to talk about their mental activities during childhood, in their youth, during middle age and at their __34__ age.

Some of those people did mental activities both __35__ and late in life. They had a slower __36__ of decline in memory than the others. The others __37__ did such activities. Their rate of decline in memory was 48% __38__.

“Mental activities like reading and writing are great. They __39__ bring benefits. We shouldn't __40__ their effects on our children, ourselves and our parents,” said Robert Wilson, lead author of the study.

- | | | |
|-----------|------------|-------------|
| A. early | E. faster | I. involved |
| B. tests | F. produce | J. neglect |
| C. seldom | G. study | K. rate |
| D. taught | H. current | L. really |

【答案】

31.答案: G

解析: 原文 “Doing mental activities is helpful. Reading books and writing at any age may save

memory, a new 31 finds.” 短语 A study finds 一份调查。

32.答案: I

解析: 原文 “It 32 294 people.” 根据句意可推出此处是说这项调查包括 294 人, I 选项符合文意。

33.答案: B

解析: 原文 “They were given 33 on memory and thinking.” 可知此处应填写名词, 后文中谈到 “tests”, 可知 B 选项符合文意。

34.答案: H

解析: 原文 “They were also asked to talk about their mental activities during childhood, in their youth, during middle age and at their 34 age.” 可知此处需要修饰 “age”, 用 “current” 修饰, 表示目前的年纪。

35.答案: A

解析: 原文 “Some of those people did mental activities both 35 and late in life.” 可知, 用 “early” 和 “late” 形成对应。

36.答案: K

解析: 原文 “They had a slower 36 of decline in memory than the others.” 此处缺少名词, “a slower rate of decline” 一个较慢的速度下降, 并且后文提到 “rate”, 正好与之对应。

37.答案: C

解析: 原文 “The others 37 did such activities. ” 可知此处需要填写副词, 前文拿那些参加心智活动实验的人和另外一些人做对比, 可知另外的这些人是没有参加那些活动的, 选 C 符合文意。

38.答案: E

解析: 原文 “Their rate of decline in memory was 48% 38 .” 承接前文提到的那些没有参加心智活动的人记忆力下降更快, 选项 “faster” 符合文意。

39.答案: L

解析：原文 “They 39 bring benefits. ” 可知需要填写副词，前文提到那些参加心智活动的人记忆力下降更慢一些，可知这项活动给他们带来益处，L 选项符合文意。

40.答案：J

解析：原文 “We shouldn't 40 their effects on our children, ourselves and our parents,” said Robert Wilson, lead author of the study.” 可知此处需要填写动词，前文提到这项活动有益，可推测此处应谈到不应忽略对孩子的影响，J 选项符合文意。

第六章 完形补文

一、题目要求

该部分要求考生在通读一篇约 150 词短文（被删除 10 个单词）的基础上，将与空白处对应的提示词转换成适当的词汇形式填入文中，使短文意义完整、语法正确。

二、解题步骤

1. 利用语法知识，初次判断空处缺少的成分
2. 结合句子含义，确定空处应填写的词性。

三、真题重现（2015 年 4 月完形补文）

Voice and Text Chatting

Voice chat and text chat are quickly (quick) becoming preferred ways of communicating with others online. For language __41__ (learner) , these forms of communication__42__(able) them to share ideas about themselves and the world in almost real time. They can establish friendships with people from around the globe. Thus, it can be an easy way to learn languages and world __43__(culture).

However, care and consideration should be __44__(give) when you are looking for friends on

the Internet because you ___45___(real) don't know who the person is at the other end. Thus, never give out personal information___46___(include) your name, age, where you live, and the name of the school you attend. Also, be___47___(care) about meeting online acquaintances in person, and if you do so, make sure it is in a public place and go with a friend or a family member. ___48___(final), contact local authorities if you feel you are in danger. Again, chatting with others can be an enjoyable and ___49___ (education) activity if you use care when___50___(do) so.

【答案】

41.答案: learners

解析: 由空格前的介词 **for** 和名词 **language** 可知,空格处需要填一个名词。下文中的 **them** 提示这里应名词复数,**language learners** 意为“语言学习者”。故答案为 **learners**。

42.答案: enable

解析: 由空格前的名词短语可知,空格处需要填一个动词。形容词 **able** 的动词形式为 **enable**,又因为主语为复数,故答案为 **enable**。

43.答案: cultures

解析: 由空格前的动词 **learn** 可知,空格处需要填一个名词。该空格与前面的 **languages** 是并列结构,故答案为 **cultures**。

44.答案: given

解析: 由空格前的情态动词结构 **should be** 可知,空格处需要填一个过去分词。动词 **give** 的过去分词形式为 **given**。故答案为 **given**。

45.答案: really

解析: 由空格后的动词 **know** 可知,空格处需要填一个副词。形容词 **real** 的副词形式为 **really**。故答案为 **really**。

46.答案: including

解析: 由空格后的 **your name, age** 等词可知,空格处需要填一个现在分词。动词 **include** 的现在分词形式为 **including**。故答案为 **including**。

47.答案:careful

解析: 由空格前的 **be** 动词可知,空格处需要填一个形容词。动词 **care** 的形容词形式为 **careful**。故答案为 **careful**。

48.

答案: Finally

解析: 由空格后的句子可知,空格处需要填一个副词。形容词 **final** 的副词形式为 **finally**,又因该词位于句首,故首字母要大写,答案为 **Finally**。

49.

答案: educational

解析: 由空格后的名词 **activity** 可知,空格处需要填一个形容词。名词 **education** 的形容词形式为 **educational**,与空格前的形容词 **enjoyable** 构成并列结构,修饰后面的名词, **educational activity** 意为“教育活动”。故容案为 **educational**。

50.

答案: doing

解析: 由空格所在的句子可知,空格处需要填一个动名词。这里是一个时间状语,该空的逻辑主语与主句的主语一致,故用主动语态, 答案为 **doing**。

第七章 短文写作

一、题目要求

该部分考查考生的书面写作能力。考生需要就具体或一般性抽象话题进行描述、阐述或说明,用词恰当,表达通顺;能正确反映客观情况,表达自己的观点。

二、写作题型

1. 观点型：题目给出两种观点，任选一种

例，2015 年 4 月北京卷真题

It is very common nowadays that many women choose to work after having children. However, some people say that mothers should stay at home to look after the children. What's your opinion? Please give at least two reasons to support your idea.

2. 分析解决型：题目给出背景，提出一种现象，要求描述自己的观点

例，2015 年 10 月北京卷真题

With the coming of internet, more and more people make online friends. Can people find true friends online? What is your opinion? Please give at least two reasons to support your idea.

3. 图表描述型：题目给出图表数据，要求描述和分析图表，

并提出建议。

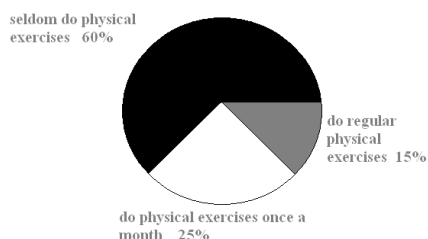
例，

You are allowed to write a composition on the topic

How Are Working People Doing Physical Exercises?

You should write your composition based on the chart

and the outline given below.



4. 短文应征型(全国卷)：是什么，为什么或者有什么好处

例，2014 年 10 月全国卷真题

某英文报社正在举办题为 “My Hobby” 的征文活动。请就此题目写一篇英文短文应征。内容包括以下两

个方面：
你的爱好是什么？你为什么有这个爱好？
短文应征型

三、写作模板

1. 观点型：

【模板】

| | | |
|-----|----------|---------------|
| 开头段 | 第 1 句 | 背景，事件简介，主题 |
| | 第 2 句 | 引出双方观点 |
| | 第 3 句 | 个人立场/引出下文讨论内容 |
| 中间段 | 第 4-5 句 | 论据 1 |
| | 第 6 句 | 论据 2 |
| | 第 7-8 句 | 论据 3 |
| 结尾段 | 第 9-10 句 | 重申主题，总结观点 |

① Recently there has been a widely discussed issue 主题改写 . ②It is believed by some that 观点(A) while others claim that 观点(B) . ③This essay will argue that 观点(你的) in 3 aspects.

To begin with,***Additionally, ***Further, ***Moreover, ***Last but not least, *** / Firstly, ***. Secondly, ***. Thirdly, ***. Finally, ***

⑨In summary, with regards to the issue 主题, I would argue that 你的观点. ⑩Because 你的原因 1, and also for the reason that 你的原因 2.

例：
【题干】

Directions: some people think the animals should be kept in zoos, while some people think keeping animals in zoos is a wrong choice. What's your opinion about these two views?

【参考】

① Recently there has been a widely discussed issue whether animals should be kept in zoos or not. ②It is believed by some that animals should be kept in zoos while others claim that keeping animals in zoos is a wrong choice. ③This essay will argue that animals are likely to be better off in the wild than kept in zoos in 3 aspects.

④To begin with, it is a waste of money and labor to keep animals in zoos. ⑤This is because animals need to be fed and taken good care of. ⑥Also, the maintenance of the place could be huge. ⑦Furthermore, it is to be noted that the natures of the animals are likely to be easily sabotaged. ⑧If the tigers are fed like pet animals, it is hard to imagine how they are going to survive in the wild and what would happen to the next generation.

⑨ In summary, with regards to the issue whether animals should be kept in zoos or not, I would argue that keeping animals in zoos is a wrong choice. ⑩Because it is a waste of money and labor, and also for the reason that the natures of the animals are likely to be easily sabotaged.

2. 分析解决型:

【模板】

| | | |
|-----|-------|---------------|
| 开头段 | 第 1 句 | 改写题目（举例子扩题目） |
| | 第 2 句 | 简述立场，说明下文讨论内容 |
| 中间段 | 第 3 句 | 原因 1 |
| | 第 4 句 | 原因 2 |

| | | |
|-----|-------|-----------|
| | 第 5 句 | 原因 3 |
| 结尾段 | 第 6 句 | 重申主题，总结观点 |

例：2015 年北京卷真题

【题干】

With the coming of internet, more and more people make online friends. Can people find true friends online? what is your opinion? Please give at least two reasons to support your idea.

【参考】

It is to be noted that with the coming of internet, there is an increasing number of people making friends online (或者你可以照抄题目原句: with the coming of internet, more and more people make online friends) . However, an interesting argument to be pointed out is that you may have 500 friends in Wechat. But you might never talk to or meet some of them. Thus, this essay will argue that it is not likely for people to make true friends online. This essay will illustrate this argument in 3 aspects.

To begin with, it could be really hard to have deep conversation with the people you only met online. This is because you have not met face to face. And it could be hard for you to decide if this guy is trustworthy, since it is easier for your online friends to hide information from you. Additionally, it is to be noted that the danger of making friends online always exists. For instance, there were reports on online-fraud all the time. And some of the victims turned out to be deceived by their “online friends” .

In conclusion (To conclude/To sum up), it is not likely for people to make true friends online because it could be really hard to have deep conversation with the people you only met online. And the danger of making friends online always exists.

3. 图表描述型

【模板】

| | | |
|-----|-------|----------------|
| 第一段 | 第 1 句 | 描述图表或图画（内容 1） |
| | 第 2 句 | 现象/原因/后果 1 |
| | 第 3 句 | 描述图表或图画（内容 2） |
| | 第 4 句 | 现象/原因/后果 2 |
| | 第 5 句 | 描述图表或图画（内容 3） |
| | 第 6 句 | 现象/原因/后果 3 |
| 第二段 | 第 7 句 | 根据数据推出的结论+主要原因 |
| | 第 8 句 | 建议 1、2 |

① As it can be seen from the (pie) chart, 描述(1). This indicates that 数据推导的结论(1) This is likely due to 原因 Additionally, according to the chart (graph/ table)/ the chart also points out that 描述 (2) . This illustrates/ This indicates that 数据推导的结论(2). This may result in 结论的延伸.

②From what has been discussed above, it can be argued that 根据数据推出的结论.

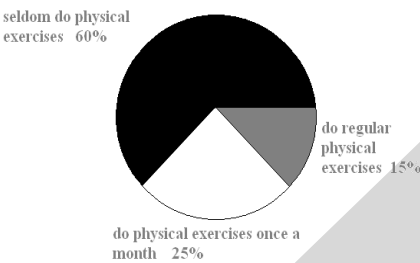
In conclusion / In summary / it is reasonable to assume that 根据数据推出的结论, in the sense that…（你刚才描述的重点数据）thus, 建议.

例

【题干】

You are allowed to write a composition on the topic

How Are Working People Doing Physical Exercises?



You should write your composition based on the chart and the outline given below.

1. 描述下列图表所表达的信息;
2. 谈谈你对此现象的看法;
3. 根据此现象提出建议。

【参考】

As it can be seen from the (pie) chart, on the top of the list is the number of working people who seldom do any physical exercises. This accounts for 60%. This indicates that the majority of the working people do not do physical exercises. This is likely due to the lack of spare time and the pressure from work. Additionally, the chart also points out that the percentage of working people doing exercises once a month is 25%. Further, the number of people doing regular exercises only takes up 15% of the total population. This indicates that working people typically lack physical exercise. This may result in poor health condition and can lead to a significant negative impact on their work efficiency.

In conclusion, it is reasonable to assume that working people typically lack the exercise their body needs. As it is illustrated that the number of people doing regular exercises only takes up 15% of the total population. Thus, it is to be suggested that working people should do more physical exercises.

常用句型

1. The chart (graph/ table) displays (illustrates/ describes/ indicates/ points out) that ...

2. As is shown (indicated/illustrated)by the figure(percentage) in the chart(graph/ table)

所占比例常用表达

account for/ take up/at percentage of /make up/the percentage of...is

4. 短文应征型

【模板】

Everyone has his or her own favorite ***. Some like ***, while others fancy***. If you ask me what my favorite *** is, my answer would be***. It is to be noted that *** is one of the world' s most popular***. And it has a lot of benefits. This essay will illustrate these benefits as follows.

To begin with,***. Additionally, ***. Further, ***. Moreover, ***. Last but not least, ***. / Firstly, ***

Secondly, ***. Thirdly, ***. Finally, ***

In conclusion, ***/To sum up, ***/In summary, ***/To summarize, ***/Thus, ***/Therefore, ***/ Hence,

例，2014 年 10 月真题

【题干】

某英文报社正在举办题为 “My Hobby” 的征文活动。请就此题目写一篇英文短文应征。内容包括以下两个方面：

你的爱好是什么？

你为什么有这个爱好？

【参考】

Everyone has his or her own hobby. Some like playing sports, while others fancy listening to music. If you ask me what my hobby is, my answer would be learning English. It is to be noted that English is the most widely-used language. This essay will illustrate these benefits as follows.

To begin with, a huge number of valuable books are written in English. In order to study them, one must learn to read in English. Furthermore, English is the official language for a variety of international events. Thus, English is of great importance for students to catch up on the current events. Additionally, students need to prepare themselves for job interviews that are carried out in English, if they prefer to work in international corporations.

To sum up, English plays a crucial role in our life in several aspects: obtaining knowledge, catching up on the current events, and preparing themselves for the future.

四、写信

1. 总体格式要求

| | |
|--|---|
| <p>[寄信人地址,写信时间] →</p> <p>[正式信函收信人姓名,地址]</p> <p>Mr. Brain Smith, Admissions Office, Stanford University, Stanford, Calif. 94305 U.S.A.</p> <p>Dear Sir/Madam/Mr. Smith, [称谓]</p> <p>Professor Shirley Sanderson of your university said when she was visiting our college that Stanford might be able to provide scholarships for a limited number of students from China to pursue postgraduate studies there next term. Since I expect to receive my bachelor's degree in June, I would appreciate being considered a candidate.</p> <p>[第一段: 引入/说明写信原委; 或叙前谊]</p> <p>As you will notice from the enclosed data sheet, I am especially interested in computer science. You might like to know that during the past year I took all my elective courses in this field and wrote my thesis on traffic free city centers with computers. My knowledge and practical command of English is adequate. I've passed TOEFL and GRE with flying colors.</p> <p>[第二段: 此段为信的主体, 提出有关建议, 劝说, 说明, 申请, 投诉, 介绍; 商榷/讨论; 描绘/叙述; 致谢, 致歉等等]</p> <p>I would be grateful if you could give me a favorable consideration of my application for a scholarship.</p> <p>[第三段: 此段表达愿望/希冀, 进一步要求, 祝愿...]</p> <p>I look forward your reply. [结束语]</p> | <p>Lun Rinding Department of Computer Changwei College Weifang, Shandong 261000 P.R.China April 29, 2000</p> <p>Very truly yours, [礼貌落款] Lun Rinding [签名]</p> |
|--|---|

注意: 此种格式较为正式, 为了方便大家记忆, 在考试中, 可采用以下格式——齐头式, 即左边全部对齐。

[收信人姓名, 地址, 写信时间]

Lun Rinding
Department of Computer
Changwei College
Weifang, Shandong 261000
P.R.China
April 29, 2000

[正式信函收信人姓名, 地址]

Mr. Brain Smith,
Admissions Office,
Stanford University,
Stanford, Calif. 94305
U.S.A.

Dear Sir/Madam/Mr. Smith, [称谓]

Professor Shirley Sanderson of your university said when she was visiting our college that Stanford might be able to provide scholarships for a limited number of students from China to pursue postgraduate studies there next term. Since I expect to receive my bachelor's degree in June, I would appreciate being considered a candidate.

[第一段: 引入/说明写信原委; 或叙前谊]

As you will notice from the enclosed data sheet, I am especially interested in computer science. You might like to know that during the past year I took all my elective courses in this field and wrote my thesis on traffic free city centers with computers. My knowledge and practical command of English is adequate. I've passed TOEFL and GRE with flying colors.

[第二段: 此段为信的主体, 提出有关建议, 劝说, 说明, 申请, 投诉, 介绍; 商榷/讨论; 描绘/叙述; 致谢, 致歉等等]

I would be grateful if you could give me a favorable consideration of my application for a scholarship.

[第三段: 此段表达愿望/希冀, 进一步要求, 祝愿...]

I look forward your reply. [结束语]

Very truly yours, [礼貌落款]
Lun Rinding [签名]

| 称呼 | 结尾敬语 | 使用情况 |
|--|---|------------|
| Dear Sir Dear Sir or Madam | / Yours faithfully / Faithfully yours | 标准正式结尾 |
| Gentlemen Ladies/Gentlemen | / Yours (very) truly / Very truly yours | 美式 |
| Dear Mr. Morgan Dear John Dear Miss Green Dear Mrs. Smith Dear Ms. White / | / /Yours sincerely/Sincerely /Best wishes(英 国) //Best regards/Regards (美国) | 非正式，亲密关系之间 |

2. 真题重现（2015 年 10 月短文写作）

【题干】

假设你的美国朋友 Mike 要去你的家乡旅游，请给他写一封电子邮件，告诉他：

- 1. 近期的天气情况；
- 2. 需要注意的事项；
- 3. 你期待与他见面。

请以 Like 署名

【参考】

Dear Mike,

I'm very glad to learn that you're going to visit my hometown. My parents will also be happy to see you. I am sure you will enjoy every minute here.

The weather here is warm and sunny, so you needn't take many clothes. A coat will be OK. But you may want to bring a camera. There are lots of beautiful and historic places in my hometown, so you may want to take photos. Besides, if you are interested in climbing mountains, please remember to bring sportswear and sneakers.

I'm looking forward to your visit!

Best Regards,

Like